

**Iowa Department of Human Services**  
**NOTICE OF A SECOND REVIEW OF A CHILD SUPPORT OBLIGATION (252H)**  
**COVER LETTER**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number: \_\_\_\_\_

Court Order #: \_\_\_\_\_

County: \_\_\_\_\_

Obligee: \_\_\_\_\_

Obligor: \_\_\_\_\_

Third Party: \_\_\_\_\_

This notice is to tell you that the Child Support Recovery Unit (the Unit) has granted a challenge request. In granting a challenge, the Unit followed criteria set out in state law. The attached notice explains that the Unit will be conducting a second review.

If you have any questions about this letter or the enclosed notice, please contact the local office listed below.

Child Support Recovery Unit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**Iowa Department of Human Services**  
**NOTICE OF A SECOND REVIEW OF A CHILD SUPPORT OBLIGATION (252H)**

Regarding: \_\_\_\_\_

Date: \_\_\_\_\_

From:  
Child Support Recovery Unit

Case Number: \_\_\_\_\_

Court Order #: \_\_\_\_\_

County: \_\_\_\_\_

Obligee: \_\_\_\_\_

Obligor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Third Party: \_\_\_\_\_

Earlier, the Child Support Recovery Unit (the Unit) sent you a Notice of Decision to Review and Adjust a Child Support Obligation. That notice informed you of the results of a review that the Unit completed for the court order listed above. A timely challenge to contest the decision has been received from a person subject to the order. The child support recovery agency for the state of \_\_\_\_\_. This agency is also providing enforcement services for the order.

As a result, the Unit will conduct a second review to determine whether the decision in the earlier notice was correct.

No additional information is required from you to complete this review. However, if you have new information about either your own financial circumstances or the other parent's, contact the local office listed above. We need the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROCEDURES AND TIMEFRAMES FOR COMPLETING THE SECOND REVIEW**

During the second review, the Unit will consider any new or different information along with the previously submitted information. Upon completion of the second review, we will issue a second notice of decision by regular mail to the last known address of each of the persons subject to the order, or, if applicable, to their attorneys. This notice will include whether the Unit finds an adjustment appropriate, the basis for that decision, and its impact on the first review.

Only one second review will be conducted. If one of the parties disagrees with the results of this second review, that person may request (in writing) a court hearing. The person also has the right to petition the court directly. The request for a court hearing through the Unit must be received by the Unit within 30 days of the first notice of decision or within 10 days of the second notice of decision, whichever is later.

The Unit will submit the necessary petition and certification materials to the court. The court will set the hearing date and notify all necessary parties of the time and place of the hearing. These procedures are in accordance with Iowa Code section 252H.8(4).

If you have questions regarding this notice or the review and adjustment process, please contact the office listed above.

[illegible]